

Office of Equity Dunn Fellow Job Description

Job Summary

This is an opportunity for emerging leaders who are committed to advancing diversity, equity, inclusion and accessibility within state government to impact the work of Illinois' new Office of Equity within the Office of the Governor. We are seeking an individual who can assist with building a DEIA infrastructure for state government and contribute to ongoing initiatives such as our searchable DEIA resource bank of DEIA best practices, publishing a newsletter, developing training and educational materials, researching benchmarks, and tracking progress DEIA metrics for state agencies. Ideal candidates must have demonstrated awareness, knowledge and competencies in DEIA issues; strong written, oral and interpersonal communications skills; and thrive in collaborative and fast paced work environments.

| Essential Job Responsibilities and Duties | | |
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| Administration <ul style="list-style-type: none"> Developing a data assessment methodology for the most effective data collection, management, analysis, and evaluation techniques. Data analytics and reporting Publishing annual and progress reports and share documentation and data with the public, state leaders, and various stakeholders. Utilizing large data sets and community informed data sources to design and develop equity-oriented data collection processes, metrics, progress indicators, and benchmarks for agency areas of improvement and gaps in services. Maintaining and developing documentation for all data visualization project deliverables and ensures ease of use for end-users. Develops, plans, and disseminates information designed to keep the public informed of the Office of Equity's systems of accountability and transparency. Collaboratively problem solving and creating innovative ideas grounded in data justice and other frameworks such anti-racism, social determinants of health, and intersectionality to ensure marginal and under-represented staff and residents' experiences are elevated and can develop solutions. Facilitating Office of Equity workshops and trainings on data utilization Researching and staying current DEIA related benchmarks, research, policy, and best practices within state systems. Working cooperatively and collaboratively with other Office of Equity and Governor's office staff and in partnership with the other state agencies, stakeholders, and advocates across Illinois. Participating in Office of Equity and Office of the Governor staff meetings, programs, events, and professional development trainings. Completing other duties to be assigned by the Chief Equity Officer | 20 | |
| Liaison | 15 | |

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| <ul style="list-style-type: none"> • Serves as liaison to other Office of Governor teams via Dunn Fellows and to executive agencies via their legislative liaisons • Provides regular updates on policy, legislative, and late breaking news that have equity implications • Serves as a designated liaison on committees, work groups, and task forces and with community groups, stake holders and external partners | | |
| Communications and Engagement <ul style="list-style-type: none"> • Responds to constituents' requests for Office of Equity information, resources, and services • Creates and manages public facing Office of Equity website • Creates, publishes and disseminates monthly Office of Equity newsletter • Creates and distributes promotional materials for Office of Equity programs, trainings and events. • Develops and maintain Office of Equity resource database and manages Office's virtual networking and collaborative environment • Designs and distributes Office of Equity resources, forms, brochures and other marketing materials. • Serves as Office liaison to the GO Communications team to ensure Office is well represented in Office of the Governor's media presence • Ensures photography, video, news, updates, and other Office of Equity ephemera are captured and shared with written and electronic communications • Assists in proofreading, design, and layout of Equity reports and other external facing publications • Ensures that all written and recorded materials accurately represent Office of Equity and the Office of the Governor. | 35 | |
| Programming <ul style="list-style-type: none"> • Research and reports on issues and best organizational practices and policies related to diversity, equity, inclusion, accessibility and well-being. • Assists with or leads special projects related to the Office of Equity mission and goals • Participates in consultation and collaboration with other Office of Equity staff on the conceptualization, development and presentation of materials and resources used in operations, communications, legislations, education assessment, research, and programming • Interfaces with community members, external partners and vendors, and Equity oriented organizations, and stakeholders and as needed to advance Office initiatives and commitments. • Plans and coordinates meetings, trainings/workshops, events, etc. designed to increase DEIA knowledge and skills, promote Office of Equity goals and objectives, and to build internal and external DEIA relationships and networks across state government to better serve the people of Illinois. • Stays informed on current DEIA related, organizational well-being, and change management focused research, policy, and practices | 20 | |

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| <ul style="list-style-type: none"> Attends all Equity and GO staff meetings, programming, retreats, legislative events in Chicago and Springfield, and participates in professional development activities | | |
| Other: Performs other emergent duties and tasks as assigned by Chief Equity Officer or acting supervisor | 10 | |